

Request for Quotation

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**PRINT SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132**

Request Quote ID	Date	Purchasing Agent
1048	04/20/2012	CHRIS GABRIEL
Payment Terms	Date/Time Quote Closes	
Net 30	05/02/2012 1:30 pm	

Ship To: SEE SPECIFICATIONS FOR
SHIPPING INSTRUCTIONS

VENDOR:

Bill To: PRINT SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132
Phone: (406) 444-3139
Fax: (406) 443-2212

Description	Quantity	UOM	Due Date
PROMOTIONAL ADVERTISING	1	LOT	

Specifications: SEE ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS.

By submitting a response to this invitation for bid, or acceptance of a contract, the vendor agrees to acceptance of the attached Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

This is NOT AN ORDER

All quotes and related documents must be identified with our Request for Quote NUMBER, and this form must be signed and returned with bid.

Signature _____

Date _____

Telephone _____

LABOR & INDUSTRY PROMOTIONAL ITEMS

ALL ITEMS ON THIS BID WILL BE AWARDED TO ONE BIDDER ONLY.

TERM OF CONTRACT

The bid/offer and ensuing contract will establish prices, terms and conditions which shall be valid and binding for a period of three (3) years with yearly renewals. Upon mutual agreement, the contract will be extended in one (1) year intervals. This extension is dependent on legislative appropriations and in no case may this contract run longer than a three (3) year period.

ASSESSED DAMAGES

The State of Montana reserves the right to assess liquidated damages of one-half of one percent per day on the amount of contract price for failure to make delivery within the time indicated on the bid proposal. This sum may be deducted from the vendor's payment. No premium will be awarded to the vendor for completion in advance of the time specified under the contract.

QUALITY CONTROL

First class workmanship is required for promotional items. Any item not meeting these requirements shall be rejected. In the event of such rejection, the vendor will replace, at vendor's cost, the rejected items with acceptable items within twenty (20) calendar days. The ordering agency shall be the final judge of quality.

PROOFS

Vendor will provide Labor and Industry with PDF proofs of each item. Proofs must be approved prior to order.

SET UP CHARGES

All set up changes need to be included in the bid price.

DELIVERY: Vendor will be required to have all promotional items delivered to the agency no later than June 15, 2012.

SHIPPING

All shipping and mailing costs to be included in bid price.

SAMPLES

A sample will be required of the Microfiber Eye Glass Cleaning Cloth for Labor & Industry approval. Agency will decide between buying the Microfiber Eye Glass Cleaning Cloth or the Eye Glass Screw Top Keychain.

PORT AUTHORITY TWO-TONE GARMENT WASHED HAT – PWTTS (590308)

COLOR: Khaki (green) with green bill

FABRIC: 100% cotton

CLOSURE: Self fabric strap with brass cam buckle

IMPRINT: Embroidery - 4 colors (18,000 stitches)

COPY: Electronic file provided

QUANTITY: 500

PRICE: \$_____

CHILDREN'S PLASTIC CONSTRUCTION HARD HAT

COLOR: Yellow

SIZE: One size fits all (circumference of hat is 22 3/4")

MATERIAL: Plastic

DOES NOT IMPRINT

QUANTITY: 10,000

PRICE: \$_____

HARD HAT LED KEY CHAIN

SIMILAR TO ITEM #Q39850 (QUALITY LOGO)

COLOR: Yellow

IMPRINT COLOR: Black

COPY: Electronic file provided

QUANTITY: 10,000

PRICE: \$_____

SEWING KIT – similar to Hit #8500

SIZE: 2 1/4" x 3"

COVER: Hard plastic case

CONTENTS: 10 pre-threaded needles, 1 safety pin & 2 buttons

COPY: Electronic file provided.

QUANTITY: 7,000 kits

PRICE: \$_____

CONSTRUCTION CONTRACTOR REGISTRATION STICKERS

SIZE: 6" x 1.876" square cut

STOCK: Clear film with face adhesive

PRINTING: Prints 3 colors, flood coat white background, plus two (2) PMS colors, bleeds. The quality of the ink and material used must be weather resistant for up to two years.

COPY: Electronic file provided.

QUANTITY: 10,000 stickers

PRICE: \$_____

INDEPENDENT CONTRACTOR REGISTRATION STICKERS

SIZE: 6" x 1.876" square cut

STOCK: Clear film with face adhesive

PRINTING: Prints 3 colors, flood coat white background, plus two (2) PMS colors, bleeds. The quality of the ink and material used must be weather resistant for up to two years.

COPY: Electronic file provided.

QUANTITY: 10,000 stickers

PRICE: \$_____

CHILDREN'S HARD HAT STICKERS

SIZE: 1" x 4 1/4" square cut

STOCK: Paper label stock with permanent adhesive.

PRINTING: Prints 2 PMS colors, no bleeds.

COPY: Electronic file provided.

QUANTITY: 11,000 stickers

PRICE: \$_____

MINI SPIRAL NOTEBOOK (similar to Valumark –VS1310)

COLOR: Clear cover with snap closure)

STOCK: Cardboard, paper, plastic

SIZE: 3 3/8" x 5/14" – 70 pages

IMPRINT COLOR: Black

COPY: Electronic file provided.

QUANTITY: 2,000 notebooks

PRICE: \$_____

CONSTRUCTION CONTRACTOR REGISTRATION CARD

SIZE: 2-1/8" x 3- 3/8"

STOCK: White Plastic, 30 mil thickness

PRINTING: Front prints four colors, back prints two colors line copy plus State of Montana seal

COPY: Electronic file provided.

QUANTITY: 10,000 cards

INDEPENDENT CONTRACTOR EXEMPTION CARD

SIZE: 2-1/8" x 3- 3/8"

STOCK: White Plastic, 30 mil thickness

PRINTING: Prints two sides, 2 colors, line copy plus State of Montana seal

COPY: Electronic file provided.

FOB: Helena Montana 59601

QUANTITY: 10,000 cards

THESE LAST TWO ITEMS WILL BE ONE OR THE OTHER, NOT BOTH IN THE SAME YEAR.

EYE GLASS CLEANING CLOTH

FABRIC: Microfiber

SIZE: 5 3/4" X 3 1/2"

CARRY POUCH: Clear Vinyl

SIZE: 3 7/8" x 2 1/4"

IMPRINT: One side

IMPRINT COLOR: Prints 2 PMS colors with reverse out white

COPY: Electronic file provided.

QUANTITY: 7,000

PRICE: \$_____

OR

EYE GLASS SCREW TOP KEYCHAIN

Similar to ASI/30208 –cpp-2080

SIZE: 3" x 1"

COLOR: White with blue screw top

IMPRINT: Prints one side

IMPRINT COLOR: Blue

COPY: Electronic file provided

QUANTITY: 7,000

PRICE: \$_____